

To,
The Manager

Notice Inviting Quotations (NIQ)

Greetings from IGNOU!

It is to inform you that IGNOU is organizing its 36th Convocation on 3rd April, 2023 at Siri Fort Cultural Complex, August Kranti Marg, New Delhi-110049. During the programme, the University needs **Refreshment Packets**. Thus, an arrangement of **4000 Refreshment Packets** (approx) are required.

The quotations are invited for the supply of Refreshment Packets from reputed firms/suppliers like yours having due approvals (license) of FSSAI and sufficient experience. The items/menu for the Refreshment Packets are given in **Annexure - A**.

The terms and conditions for the supply of the Refreshment Packets (packed food items) are as follows:

TERMS AND CONDITIONS

(1) Refreshment Packets are to be **handed over by 07.00 AM** on the day of Convocation i.e. 03rd April, 2023 at Siri Fort Cultural Complex, August Kranti Marg, New Delhi-110049. The distribution of packets will begin from 8 AM on the day of Convocation till 11.00 AM.

(2) All items of the Refreshment Packets are to be kept in a food grade box of appropriate size with event specific information printed on the top of the box.

(3) The food items are to be provided in strict adherence to the menu as enclosed.

(4) The selected vendor will assist in distribution of refreshment packets at 8.00 AM. Adequate number of helping personnel in proper uniform will be deployed for better facilitation and coordination.

(5) The University reserves the right to award the work or not depending upon the Govt. guideline for the Covid-19 safety.

(6) All the items should be according to the FSSAI guidelines and individually wrapped.

(7) The selected vendor will use best possible quality ingredients in preparation of refreshments with a view to provide quality food items failing of which will attract 25% deduction from the bill. Also avoid any non-degradable material for packing.

(8) The vendor shall follow covid-19 safety guidelines as issued by the govt while preparation and distribution of the refreshment packets.

(9) The University reserves the right to cancel the work at any time without assigning any reason thereof which cannot be challengeable.

Within this framework, it is requested to furnish your quotation for the supply of Refreshment Packets as per the menu given in the Annexure A. The quotations are to be forwarded to **Dr. Amit Chaturvedi Sr. Regional Director, The Chairperson (Refreshment Committee for 36th Convocation), IGNOU RC Noida, C-53, Instructional Area, Sector 62 Noida - 201305 (U.P)** in a sealed envelope at the earliest but not later than **15 March, 2023 (by 02.00 PM)** positively. The quotations shall be opened on the same day at 04:00 pm.

Please do not hesitate to revert to the undersigned in case of any doubt/query.

With regards,

Dr. Amit Chaturvedi
Sr. Regional Director
IGNOU RC Noida
Chairman (Refreshment Committee — Convocation 2023)
Phone Number: 0120-2405012, 2405014

ANNEXURE – A

**Suggested Menu for Refreshments Items for
36th Convocation to be held on 03rd April 2023**

SI. NO	Item	Weight	Quantity
1	Real Juice	200 ml	One
2	Urad daal kachauri	50 gm	One
3	Sandwich	50 gm	One
4	Jodhpuri Laddoo	40 gm	One
5	Paper Napkin, Tomato ketchup		One